



# Rhode Island State Police

## General Order - 4A

<i>Section:</i>	<b>Administration – General Management</b>
<i>Article:</i>	<b>4 – Traffic &amp; Crime Management</b>
<i>Title:</i>	<b>Traffic Administration</b>
<i>Special Instructions:</i>	

### I. PURPOSE

To establish the Division's traffic management goals and objectives.

### II. DEFINITIONS

- A. **SELECTIVE TRAFFIC ENFORCEMENT** - The assignment of personnel to traffic enforcement activities at times and locations where hazardous or congested conditions exist. Such factors are based on traffic volume, accident experience, frequency of traffic violations, and emergency and service needs.
- B. **TRAFFIC ACCIDENT REPORTING** - Basic data collection to identify or classify a traffic accident and the persons, vehicles, time/location, planned movements involved, and possible contributing factors, such as traffic law violations.
- C. **TRAFFIC ENGINEERING AUTHORITIES** - Persons responsible for traffic engineering in various local, regional, and state agencies (e.g., street or highway departments, public works departments, transportation departments, etc.).

### III. POLICY

The primary goal of the Division's traffic management program is to promote the safe and expeditious flow of vehicular and pedestrian traffic through effective and efficient traffic law enforcement and delivery of police traffic related services designed to reduce traffic collisions, and their resultant fatalities and injuries.

Traffic law enforcement and the delivery of police traffic related services will be provided by members of the Patrol Bureau and will be applied in a consistent and courteous manner to foster a positive public attitude and acceptance of such enforcement and control as is necessary to achieve the Division's goals. The Division must carry out its traffic management responsibilities with full consideration of the requirements of judicial, engineering, educational and administrative agencies involved in the transportation management system. The Division will foster an ongoing dialogue with other agencies involved in the transportation management system to ensure that channels of communication remain open and problems are resolved as quickly and efficiently as possible.

The Division will develop written objectives for the delivery of police traffic related services. The objectives shall be reasonable, attainable, quantifiable and measurable where possible, yet provide sufficient flexibility to permit change as needed. The objectives will be reviewed at least annually by the supervisor in charge of the Planning, Research & Accreditation (P, R &A) Unit, and an evaluation of the progress made toward attainment will be submitted to the Superintendent

The Division's traffic safety education program will consist of a comprehensive approach to encourage responsible drinking decisions and discourage misuse of alcohol by youth while emphasizing that DWI enforcement is one of the Division's top priorities. Safety education and information efforts will also highlight the benefits of safety belts and child restraints and encourage drivers and passengers to use available safety belt restraint systems.

A. PLANNING, RESEARCH & ACCREDITATION UNIT (P, R&A)

1. The supervisor in charge of the Division's Planning, Research & Accreditation Unit shall possess the training and experience necessary for conducting statistical analysis of accident enforcement data and program evaluations.
2. The Planning, Research & Accreditation Unit shall have primary responsibility for planning, analysis, inspection, and coordination of the Division's traffic services program. In addition, the Planning, Research & Accreditation Unit, or designee, shall have primary responsibility for the following functions:
  - a. Analysis of traffic accident reporting information;
  - b. Development and coordination of the Division's selective enforcement program, to include specialized DWI and speed enforcement efforts;
  - c. Traffic safety education and public information;
  - d. Liaison with local traffic engineering authorities and safety groups.

61.1.1d

B. TRAFFIC COLLISION RECORDS

1. The supervisor of the Technology and Communications Services Unit, or designee, shall be responsible for the processing, maintenance and distribution of Division traffic collision records.

- a. Copies of all accident reports taken and completed by uniform personnel will be reviewed and approved by supervisors at the barracks level. This review process will ensure that the reports will be submitted in a timely manner and contain complete and accurate information.
- b. Accident reports will be retained indefinitely in the Records Management System (RMS). Any requests for reports dated prior to January 1, 2000 will necessitate the retrieval of a copy from the original files maintained at the originating barracks.
- c. After an accident report is error free and approved by a supervisor in RMS, the report, including witness statements, will electronically export from RMS to a centralized secure location on the Division server. On a timed interval, the Department of Transportation (DOT) and GetCrashReports.com will retrieve copies of this electronic data. Retrieval of this data by DOT is necessary for statistical purposes.
- d. Accident reports can no longer be obtained at Headquarters or the barracks. Instructions are provided to involved parties at the scene advising that reports can be retrieved by:
  - i. Mail for a fee of \$15.00, or
  - ii. On-line at <http://getcrashreports.com/>.

61.3.1b

61.1.1c C. TRAFFIC ANALYSIS

1. Semi-annually Patrol Commanders and the Supervisor in Charge of the Commercial Enforcement Unit shall complete a written analysis for a six-month period (Oct-Mar and Apr-Sep) by compiling the following information from the Division's Records Management System as well as utilizing data compiled by the Rhode Island Department of Transportation's Program Development Office and the Traffic Tribunal's Violations Section, all to include:
  - a. Traffic collision data;
  - b. Traffic enforcement data;
  - c. Roadway hazard reports;
  - d. Traffic collision and enforcement analysis reports;
  - e. Traffic volume data;

61.1.1a,b  
82.3.3a-c

61.1.1a,b

3. The Planning, Research & Accreditation Unit shall prepare and submit traffic enforcement/accident data summaries for the Division's Annual Report. The summaries include but is not limited to, accident data, traffic enforcement statistics, and DWI statistical data.
- 4 The Planning, Research & Accreditation Unit shall conduct an analysis of the data provided at the end of each calendar year, considering the following factors:
  - a. Traffic accidents;
  - b. Geographic factors;
  - c. Temporal factors;
  - d. Causative factors;
  - e. Traffic enforcement activity.

#### D. SELECTIVE ENFORCEMENT

- 61.1.1e 1. Upon analyzing the factors of traffic accident experience and the Division's traffic enforcement activity for the most recent three-year period, the supervisor in charge of the Planning, Research & Accreditation Unit shall deploy personnel to the areas that the analysis determines require enforcement attention. The methods by which the assigned personnel conduct their enforcement measures may include:
  - 61.1.1d a. Use of radar;
  - b. Use of Division's Specialty Cars;
  - c. Concentration of DWI patrols to specific areas;
  - d. Other enforcement measures that may be necessary depending upon the circumstances.
- 61.1.1f 2. The Planning, Research & Accreditation Unit shall evaluate the selective enforcement program on an annual basis to determine the effectiveness of the selective traffic law enforcement efforts. A comparative analysis of the program's goals and accomplishments, as well as improvements or failures over previous programs, shall be conducted.

#### E. TRAFFIC SUMMONS MANAGEMENT

- 82.3.4a 1. Traffic summons books are issued to Barracks Patrol Commanders by the Rhode Island Traffic Tribunal Prosecution Officer or designee. These summons books are then issued to sworn members by their respective Patrol Commander or designee. Administrative and detective personnel may obtain summonses through the Planning, Research & Accreditation Unit or a Patrol Commander. These summons books require complete accountability.

- a. When a Division member requests a traffic summons book, the request shall be forwarded to the Patrol Commander or designee, via inter-departmental memorandum or e-mail.

82.3.4b      b. The Patrol Commander or designee shall issue summons books to the Division member. A record of the transaction shall be recorded in the "Tickets-Req" spreadsheet. This log shall contain the starting series number, ending series number, and date issued.

82.3.4c      c. The Rhode Island Traffic Tribunal Prosecution Officer or designee and each Patrol Commander or designee, shall ensure that all summons books are securely maintained within their respective office/barracks, and no summons books are issued without a proper written request.

82.3.4b      d. A record of all universal traffic summons books issued shall be maintained within the Rhode Island Traffic Tribunal Prosecution Officer.

- 2. If the need to void e-Citations or written summonses due to extenuating circumstances or human/mechanical error the following procedure shall be followed:

- a. The issuing Trooper will complete a Division "Void Summons Request," which shall be submitted to their respective Patrol Commander or Supervisor with copies of the summons to be voided and the replacement summons, if applicable, attached.

- b. If approved, the Patrol Commander or supervisor shall sign the form and e-mail a PDF copy of the form and citation(s) to the District Commander for consideration by the Lieutenant Colonel – Deputy Superintendent, Chief of Field Operations.

- c. After review and once approved, the District Commander shall e-mail the form and citation to Rhode Island Traffic Tribunal Prosecution Officer with a carbon copy to the Patrol Commander or supervisor, the Records Management Section of the MIS Unit and the Executive Secretary.

- d. The Division Rhode Island Traffic Tribunal Prosecution Officer shall officially void the summons at the Rhode Island Traffic Tribunal.

- e. Patrol Commander or supervisor shall retain the form and summons in accordance with GO 2D "Records Retention Schedule."
3. Issued written summonses and daily transmittal sheets shall be reviewed for completeness, accuracy, and legibility by the Patrol Commander or Assistant Patrol Commander at the barracks of jurisdiction before being forwarded to the Traffic Tribunal. Exported e-citations will be transferred electronically to the RMS Section of the MIS Unit who in turn will be responsible for electronically transferring exported e-citations to the Rhode Island Traffic Tribunal (RITT).
4. It is the responsibility of the issuing member to maintain a copy of written summons, with notes concerning the violation, when appropriate, for possible testimonial purposes.
5. The Rhode Island Traffic Tribunal Prosecution Officer or designee shall periodically audit issued summonses to ensure accountability.



By Order of Colonel Assumpico

A handwritten signature in black ink, which appears to read "Ann C. Assumpico".

Ann C. Assumpico  
Colonel  
Superintendent